



City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

TO: All Bidders
FROM: City of Cambridge
DATE: September 03, 2015
RE: File No. 6971A – Re Bid: Printing & Mailing of CityView Winter 2015 & Summer 2016 Newsletters for Public Information Office - Addendum No. 1

The following questions were submitted and answered (1 – 7).

Question

1. Under the Living Wage Requirements it states any person working on any city contract must make the predetermined living wage. If we are from out of state, does that apply to us and our living wage or do we have to abide by your states living wage?

Answer

If you are an out of state vendor you must abide by Cambridge's Living Wage rate Requirement. For calendar year 2014 the CPI-U increased by 1.61% Therefore the new living wage, as of March 1, 2015 is \$14.95.

Question

2. Who is your current vendor? Are you satisfied with them?

Answer

Neoprint, Inc. Yes.

Question

3. Why are you Re-bidding this contract?

Answer

The City has decided to award this contract for one year with two one year options to renew rather than just a one year contract.

Question

4. Do you require your vendors to be a "full service" mailer?

Answer:

Yes

Question

5. What is your current pricing?

Answer

\$11,760.00: \$5,880.00 per newsletter

Question

6. Regarding the mail portion of bid #6791A, I want to confirm that this is a simplified address (postal customer) and requires no address personalization. Does this need to drop at post office in Cambridge? If so what zip code and/or address?

Answer

Yes this is a simplified address mailing. Yes, this needs to be dropped off at a post office in Cambridge:

U.S. Post Office
770 Mass Ave.
Cambridge, MA 02139

Question

7. On page 1 it states the envelope must be labeled "This envelope contains a bid for "Printing and Mailing Services of CityView Winter 2015 & Summer 2016 Newsletters for Public Information Office" due by 1:00PM on Wednesday, August 12, 2015" the bid and all documents submitted with it are public records."

That is obviously the original bid date. Should that still read as stated above or should the date be changed to the new bid open date?

Answer

This was the original quote due date. It should be changed to the new bid opening date: **due by 11:00AM on Thursday, September 10, 2015**

Questions are now closed; All other details remain the same.



AMY L. WITTS
PURCHASING AGENT